

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS**

FINANCE COMMITTEE

WHEREAS Article X, Section 1 of the Hilton Head Plantation Property Owners' Association Bylaws grants the Board of Directors the power and duties necessary for the administration of the affairs of the Association;

WHEREAS Article XII of those Bylaws grants the Board of Directors the authority to "...appoint committees as deemed appropriate in carrying out its purpose."

NOW THEREFORE, BE IT RESOLVED THAT a standing Finance Committee be established, having the following terms of reference:

RESPONSIBILITY

1. The primary responsibility of the Finance Committee shall be to provide expertise and recommendations to the BOARD on financial and administrative matters and in planning a program of asset management for the HHPPOA.
2. Preference will be given to candidates for membership to the Finance Committee whose background, education and professional experience reflects:
 - Accounting/auditing
 - Economics
 - Management
 - Financial management/analysis
3. Responsibilities
 - a. Observe and comply with the General Guidelines established for all committees.
 - b. Periodically monitor and review the status of current financial conditions, evaluating income/expenditures against budget and advise the General Manager on possible means to correct any problems.
 - c. Advise the BOARD on short-term and long-term investment of HHPPOA funds, consistent with the legal documents of HHPPOA.

- d. Recommend to the BOARD policies and procedures to assure sound and effective financial management and fiscal policies.
- e. Review and evaluate the proposed annual operating budget and capital requirements as prepared by the General Manager, and submit recommendations to the BOARD.
- f. Assist the BOARD, other Committees and General Manager in developing a schedule of capital repair and replacement and establishing the reserve funding required to achieve such requirements.
- g. Periodically review existing insurance coverage, other than group benefits, to assure its adequacy and recommend to the BOARD any changes deemed advisable with rationale for such changes.
- h. Review Periodically:
 - Budget format
 - Review format of income/expense monthly statements and balance sheet
- i. Assist the BOARD in selecting the HHPPOA auditor.
- j. Review and recommend acceptance of the audited annual financial statement to the Board of Directors.
- k. Consider and make recommendations on the financial implications of providing additional community services when directed by the Board.
- l. Maintain a close liaison with the Treasurer and General Manager on all financial matters, assisting each as needed.
- m. Perform such functions as directed by the BOARD.

MEMBERSHIP

The Finance Committee shall be composed of no more than seven (7) members of the HHPPOA, who shall be members in good standing throughout the term of office, in the following manner: a Chairperson who is a member of the POA Board of Directors, six (6) members of the HHPPOA. Two alternate non-voting members may be appointed at the discretion of the BOARD. The Director of Administration shall be a non-voting

ex-officio member of the Finance Committee. Alternate Committee members may participate in meeting discussions, be appointed to sub-committees and vote if a member(s) of the Committee is absent from a meeting.

Attest:

DATE

PRESIDENT

CORPORATE SEAL

Adopted by HHP Board of Directors--July 25, 2000
Revised by HHP Board of Directors – July 27, 2004